

**OFFICE OF INSPECTOR GENERAL
U.S. HOUSE OF REPRESENTATIVES
VACANCY ANNOUNCEMENT**

Position: Director, Information Systems Audits

Announcement Number: IG-10-10

Opening Date: December 17, 2010

Location: Washington, DC

Closing Date: Open Until Filled

Salary: \$144,712 - \$154,359*

*Commensurate with qualifications and experience

Area of Consideration: All Sources

FLSA Category: Exempt

Job Summary: Incumbent serves as Director, Information Systems Audits responsible for the management and direction of all audits of U.S. House of Representatives' Information Systems.

Major Duties:

1. Directs and controls the performance of all U.S. House of Representatives Information Systems (IS) audits of general and application controls, data integrity, system development life cycle, acquisitions, Information Resources Management, etc.
2. Identifies priorities, objectives, and staff requirements to accomplish IS audit objectives and ensure that staff conducts all work in accordance with Generally Accepted Government Auditing Standards (GAGAS).
3. Supervises concurrent audits of multiple House entities and sub-entities and manages the activities of professional staff.
4. Coordinates the timely resolution of all information systems audit report recommendations with appropriate House management personnel.
5. Formulates and proposes short- and long-range information systems audit plans and priorities for the OIG and initiates actions to improve information systems audit coverage, quality, effectiveness, and the usefulness of audit reports.
6. Develops task orders, evaluates proposal bids, and manages contractor staff and contract budgets.
7. Keeps abreast of the latest IS security tools and techniques and current practices used to secure information systems.

Requirements and Additional Information:

1. An accomplished professional who has demonstrated experience in managing and leading an IS audit team that includes planning and directing complex IS audits, reviews, or other analytical processes in a deadline oriented and highly productive environment.
2. Must have skill in establishing and maintaining effective working relationships with high ranking officials and be effective in both oral and written communications.
3. An undergraduate degree and 24 semester hours of accounting (may include up to 6 semester hours in business law) is required; a graduate degree in accounting or management and/or certification as a Certified Information Systems Auditor (CISA) or Certified Information Systems Security Professional (CISSP) is desirable.
4. Must be eligible for and maintain a Secret Security Clearance.
5. Relocation expenses will not be paid.
6. This is a drug testing designated position.

How Resumes Will Be Ranked:

Candidates whose resumes indicate that they possess knowledge and experience in the following areas will be given a higher priority than resumes that do not:

- IS auditing experience
- Understanding of and ability to, appropriately apply Generally Accepted Government Auditing Standards (GAGAS) and other audit procedures and policies to produce high-quality results
- Ability to communicate both orally and in writing, with emphasis on reporting, audits, reviews, surveys, evaluation findings, or similar results
- The nature and applicability of prior work experience
- Effective preparation and delivery of oral presentations
- Clear/concise analysis and written communications
- Ability to establish and maintain effective working relationships with high ranking officials
- Certifications are preferred (e.g. CPA, CIA, CISA, CGAP, CISM, CISSP, etc.)

Benefits of Working at the House of Representatives:

1. General Benefits - U.S. House of Representatives staff are eligible to participate in the various employee benefits plans (e.g. Thrift Savings Plan, Federal Employees Health Benefits, Federal Employees Life Insurance, etc.) to which other federal employees are entitled.
2. Leave Accumulation. Prior federal service and work experience in a related field are considered when calculating an employee's rate of leave accumulation. (The Inspector General has the discretion to grant credit to new employees, for leave accrual purposes, for prior related non-federal work experience). All employees accumulate 12 days of sick leave per year regardless of length of prior federal or non-federal service. Annual Leave is calculated as follows:

- Less than 1 year of service/experience = 12 days annual leave per year
 - Between 1 year and 3 years of service/experience = 15 days annual leave per year
 - Between 3 years and 6 years of service/experience = 18 days annual leave per year
 - 6 or more years of service/experience = 24 days annual leave per year
3. Federal Retirement. The U.S. House of Representatives participates in the Civil Service Retirement System (CSRS) and the Federal Employees Retirement System (FERS).
 4. Student Loan Repayment Program. Employees can be reimbursed for up to \$10,000 per year (with a maximum of \$60,000 in total) for federally backed student loans.
 5. Family Medical Leave Act (FMLA). The Office of Inspector General (OIG) has the option of allowing its employees to take the first 6 weeks of FMLA (e.g. for a catastrophic illness or birth of a child) as paid administrative leave. (FMLA is normally unpaid leave unless an employee uses his/her own annual or sick leave).
 6. Gym Membership. House employees are eligible for discounted memberships to “Gold’s Gym” and to the House Fitness Center.
 7. On-site Day Care Facility.
 8. Flexible Work Schedule.
 9. Eligibility for either free, on-site parking or an amount up to \$120 in monthly mass transit benefits.

Work Environment and Physical Demands:

The work is usually performed in an office environment. Overnight travel is rare and limited to attending required training not offered locally. The work is primarily sedentary but there may be some walking in, to, and/or from House Office Buildings, or other buildings and facilities of the Capitol Complex.

Applicant Instructions:

Submission of KSA’s is not required; forward a resume that clearly presents the requirements above to the following email address:

Email: OIGResumes@mail.house.gov. Please reference “IG-10-10 Director IS Audits” in the subject line of the email.

If you applied for the previous announcement (IG-10-08) for this position, please do not re-apply. Your resume is still on file. Since the vacancy is Open Until Filled, resumes will be reviewed and considered within 3 weeks of submittal.

Point of Contact: Susan Kozubski or Debbie Hunter, (202) 226-1250.

Do NOT mail or fax resumes. Email is the preferred method of submitting resumes. When your resume is received, the system will generate an automated response acknowledging receipt of your resume.